

## CHAPTER 9

### NAVOSH INSPECTION PROGRAM

#### 0901. Discussion

The Navy Occupational Safety and Health (NAVOSH) Inspection Program is necessary to ensure safe and healthful workplaces for all Navy employees. The inspection program identifies deficiencies that need correcting to protect personnel and meet regulatory requirements. The overall NAVOSH inspection program consists of three levels of inspection, each fulfilling different objectives:

a. Workplace Inspections. Activity commands shall inspect for hazardous conditions, unsafe work practices and violations of standards. They shall follow up on accident reports and abatement actions.

b. Command Inspections. Cognizant headquarters commands shall perform command inspections of their subordinate activities. Per reference 9-1, headquarter commands shall conduct on-site evaluations of the effectiveness of OSH programs at least once every 3 years. The objective of these evaluations is to ensure that subordinate commands and field activities have effective NAVOSH programs.

c. Oversight Inspections. The Naval Inspector General (NAVINSGEN) shall conduct oversight inspections to evaluate compliance with all requirements of the NAVOSH program and implementation of the Process Review and Measurement System (PR&MS). Appendix 9-A lists Naval Inspector General Oversight Inspections Unit (NOIU) organizational relationships.

d. President, Board of Inspections and Survey (PRESINSURV). President, Board of Inspection and Survey (PRESINSURV) is responsible for the oversight inspections for forces afloat and shall maintain close liaison with the NAVINSGEN for matters of common interest concerning the NAVOSH program.

#### 0902. Qualifications for Inspectors

a. A successful inspection program requires trained, qualified, and competent inspectors. Inspectors shall thoroughly familiarize themselves with the equipment at the workplace and work practices. The term "Safety and Health Inspector" means a safety and/or occupational health professional who has met the Office of Personnel Management (or military equivalent) standards, and who has the equipment and competence to recognize safety and/or health hazards in the work place. The Navy shall base qualifications for inspectors on the degree of hazard and complexity of the inspection areas or operations.

b. A fully qualified journeyman safety inspector (e.g., GS-018, 019 or 803 classification series) shall take the following classroom courses (or equivalent training as determined by the OSH manager). The courses are available through the Naval Occupational Safety and Health and Environmental Training Center (NAVOSHENVTRACEN).

(1) Introduction to NAVOSH Ashore, course number A-493-0050

- (2) General Industry Safety Standards, course number A-493-0061
- (3) Safety Appraisal, course number A-493-0043
- (4) Introduction to Industrial Hygiene for Safety Professionals, course number A-493-0035
- (5) Electrical - Standards, course number A-493-0033
- (6) Introduction to Hazardous Materials (Ashore), course number A-493-0031.

**0903. Workplace Inspections - Shore Activity Level**

The activity's commanding officer shall ensure routine workplace OSH inspections are conducted, and the cognizant medical activities provide occupational health support as necessary. Line managers/ supervisors are responsible for day-to-day inspections and corrective actions.

a. Safety and health personnel shall inspect all workplaces at least annually. They shall inspect high hazard areas more frequently based upon an assessment of the potential for injuries, occupational illnesses or damage to Navy property. Major commands, installations or the local activity shall establish guidelines for increased frequency of inspections.

b. Section 0902 outlines qualifications for inspectors. In the event activities do not have the required expertise, they shall make arrangements with the appropriate echelon commander to obtain assistance.

c. Activities shall provide inspectors with appropriate technical test equipment, where required.

d. Activities shall conduct inspections in a manner to preclude unreasonable disruption of the operations of the workplace. Inspections shall be consistent with the operational concepts of the Navy and local commands. Activities may conduct these inspections with or without prior notice.

e. Inspectors may deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection or who lacks the required security clearance.

f. Inspectors shall discuss matters affecting safety and health with employees or employee representatives and offer them the opportunity to identify unsafe or unhealthful working conditions while remaining anonymous.

g. When an inspector discovers an imminent danger situation during an inspection, he/she shall immediately notify supervisory personnel (in certain cases the commanding officer of the activity). Activities shall initiate immediate abatement action or terminate the operation.

h. Inspectors shall provide NAVOSH Deficiency Notices for all risk assessment codes (RAC) 1, 2 and 3 deficiencies to the official in charge of the operation within a reasonable time, but not later than 15 working days after the inspection. Inspectors shall provide a written report

of the inspection, including administrative findings, to the official in charge of the operation within 45 days of completion of the inspection. For notification purposes, they shall use OPNAV 5100/12, NAVOSH Deficiency Notice (appendix 9-B), or a computer-generated form that includes all the information of OPNAV 5100/12. Inspectors can group multiple identical deficiencies in the same organization (jurisdiction of the same supervisor) or worksite into a single notice.

i. Activities shall correct violations of NAVOSH standards and other deficiencies found during inspection per chapter 12.

j. When deficiency notices have been prepared, activities shall use section C of OPNAV 5100/12 to document follow-up inspections. They shall develop procedures for correcting unsafe or unhealthful working conditions that include a follow-up, to the extent necessary, to determine whether the correction was made.

k. Activities shall retain inspection records for a minimum of 5 years.

#### **0904. Command Inspections**

Headquarters commands shall ensure that appropriate evaluations of NAVOSH program effectiveness are conducted at subordinate commands and field activities at a minimum of every 3 years per reference 9-1. Whenever possible, these evaluations shall be part of a Command Inspection.

a. Command evaluations shall:

(1) Evaluate the results of mishap prevention efforts.

(2) Review the activity self-evaluation and the quality, effectiveness and implementation of the activity self-assessment improvement plan.

(3) Review compliance with NAVOSH program requirements, including this manual.

b. The command Occupational Safety and Health Management Inspection Evaluations shall be of sufficient depth to enable the appropriate echelon commanders and the Navy's designated OSH officials to monitor the effectiveness of respective command or activity programs. Commands shall tailor their evaluations to the size, mission, organization and mishap experience of the activity.

c. The NOIU inspections may be used to meet this requirement.

#### **0905. Oversight Inspections**

a. A strong oversight inspection covering the total NAVOSH program is central to the success of an OSH program. The oversight inspection program evaluates all aspects of the NAVOSH program. NAVINSGEN shall conduct the inspection ashore using NOIU.

b. NOIU shall conduct oversight inspections at the activity level, under the direction of NAVINSGEN using the PR&MS or special Navy-wide studies/inspections. NOIU shall also

evaluate regional occupational health support while conducting oversight inspections at major medical facilities. They shall use OSH professionals and prioritize locations for inspections based on the significance of safety and health problems. To the maximum extent possible, the NOIU should coordinate scheduling of their inspections so as to avoid conflicts with triennial headquarters command inspections. Headquarters commands should inform the Director, Oversight Inspection Unit of command inspection schedules as they become available. The Naval Safety Center (COMNAVSAFECEN) shall provide management information system (MIS) and automatic data processing (ADP) assistance and support to the NAVINSGEN and the NOIU. Appendix 9-A provides the organizational and functional relationship between the NAVINSGEN and NOIU.

c. NAVINSGEN shall provide the CNO with semi-annual reports that include analyses of NAVOSH inspection results, and a summary of inspections performed during the reporting period.

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## Chapter 9

### References

9-1. DODI 6055.1 of 19 Aug 98, DoD Safety and Occupational Health (SOH) Program (NOTAL)

**Appendix 9-A**

**Naval Occupational Safety and Health Inspection Program**  
**Organizational Relationships**

**NAVINSGEN**

- a. Serves as designated focal point for Navy (less Marine Corps) inspections ashore
- b. Maintains overview of inspection aspects of the program
- c. Issues oversight inspection schedule and activity visit announcements
- d. Signs and forwards formal reports to appropriate higher authority
- e. Maintains automatic data processing database relationship with COMNAVSAFECEN
- f. Determines and directs inspection follow-up as required.

**OVERSIGHT INSPECTION UNIT (NOIU)**

- a. Specifies details of inspection requirements
- b. Develops inspection procedures
- c. Schedules and prepares for physical inspection of activities
- d. Conducts inspections in the name of NAVINSGEN. Prepares reports thereof and forwards to NAVINSGEN.
- e. Provides NAVOSH deficiency data for inclusion in ADP database
- f. Performs inspection follow-up as required by NAVINSGEN.

## Appendix 9-B

### NAVOSH Deficiency Notice

OPNAV 5100-26

NAVOSH DEFICIENCY NOTICE			
SECTION A - DEFICIENCY INFORMATION		I.D. NO.:	
Organization:		Location:	
Description of Hazard:			
Standard Violated:		RAC:	
OSH Official:		Date:	
SECTION B - ABATEMENT STATUS (COMPLETE ALL APPLICABLE PARTS)			
• INTERIM CONTROLS			
• ABATEMENT PROJECT INITIATED			
Project Description:		Action Taken (Included Work Orders/Purchase Request numbers and date as appropriate):	
		Cost Estimate:	Completion Date (Est):
• DEFICIENCY CORRECTED			
Corrections Made:		Date:	
		Cost	
		Labor:	Material:
Signature:			
SECTION C - COMMENTS			

OPNAV 5100/12 (9-92)